

Executive Registry

75-26931

Outline 13

DCI/IC-75-0617

18 JUN 1975

MEMORANDUM FOR: Director of Central Intelligence  
SUBJECT : Participation in OMB Program for New Policy Level Officials  
REFERENCE : Memo dtd 6 June 75 to Heads of Executive Departments and Establishments fr Director, OMB, Subject: Briefing Program for new Policy Executives (Tab A)

1. Attached for your signature (Tab B) is a proposed letter to OMB Director Lynn suggesting inclusion of either an intelligence paper in the package of reading materials or an intelligence presentation in the two-day briefing which is to be part of the OMB program.

2. Acceptance of this offer would provide an opportunity to acquaint newly appointed senior officials with what intelligence has to offer them and how they can express their needs for intelligence.

3. Effort is being made to obtain a set of the reading materials mentioned in Mr. Lynn's memorandum.

4. If you approve the attached letter and Mr. Lynn accepts the offer, the IC Staff will prepare the necessary materials.

John M. Clarke  
Acting Deputy to the DCI  
for the Intelligence Community

STAT

Attachments: as stated

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## OFFICE OF MANAGEMENT AND BUDGET

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Title 13

June 6, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Briefing Program for New Policy Executives

A new program that will more fully and effectively orient new policy executives in the Federal Government has recently been launched by the White House, the Office of Management and Budget and the U.S. Civil Service Commission. The idea for such orientation is a long-standing one. However, this represents the first time that a comprehensive program will be implemented.

Basically, the program seeks to achieve the following three objectives:

- to inform new executives about current Presidential policies and programs;
- to sensitize new executives to the dynamics of Federal policies and processes; to the external environment in which they must operate, and to the role and responsibilities of policy executives;
- to familiarize new policy executives with key administrative processes, laws and regulations.

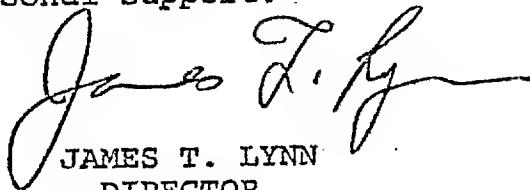
The program involves three sequential elements. First, reading materials will be sent to persons selected for policy-level positions. Then, during the first three weeks on the job, the new appointee will have an opportunity to attend a discussion session with a small group of other new appointees and several key resource persons. These sessions will provide a forum in which the new appointees can place the reading materials in perspective, share common experiences and concerns, and seek advice on how to maximize their personal effectiveness. Finally, whenever there are enough new appointees to make it feasible (probably quarterly), a two-day briefing will be held to discuss Presidential policies, programs and issues; managing in government; and the role of a political executive.

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New policy executives are being designated by the President to participate in this training. Costs for the program will be shared by participating agencies on a pro-rata basis as authorized by the Government Employees Training Act.

In addition to this centralized program, the Civil Service Commission will be working with departments and agencies to help relate their internal briefing programs to this government-wide program.

I view this program as a key element in our total effort to improve the management and effectiveness of the Federal Government. The success of the orientation depends on the full participation of new policy executives and the cooperation of key officials in serving as resource persons and speakers. I urge your personal support.



JAMES T. LYNN  
DIRECTOR

ER

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*Initial B*

DCI/IC-75-0618

8 JUL 1975

The Honorable James T. Lynn  
Director  
Office of Management and Budget  
Washington, D. C. 20503

Dear Mr. Lynn:

Reference is your memorandum of 6 June to the heads of Executive Departments and Establishments, subject: "Briefing Program for New Policy Executives."

The program you outlined strikes me as an excellent idea. I am wondering whether you would be receptive to the addition of some material on intelligence either in the package of reading materials to be sent persons selected for policy-level positions, or the inclusion of a presentation on intelligence during the proposed two-day briefing.

Your memorandum did not indicate the content or coverage of the package of reading materials your office is assembling, but I would be happy to provide a statement re intelligence, either classified or unclassified, which would convey to new appointees what they could expect the Intelligence Community to provide for them, how they can express their needs for support, the various elements of the Community, etc.

The briefing, whether made part of the reading package or included in the two-day briefing, would not be a presentation on the "state of the world" or other topical matters, but would focus on intelligence procedures and support capabilities.

It seems to me that some material on foreign intelligence could be used to support each of the three objectives of the program set forth in your memorandum.

Sincerely,

/s/ Bill

W. E. Colby

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(17 June 75)

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THE WHITE HOUSE  
WASHINGTON

Executive Reg. Str.

75-8553

September 19, 1975

MEMORANDUM FOR

THE SECRETARY OF STATE  
THE SECRETARY OF DEFENSE  
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
THE DIRECTOR, CENTRAL INTELLIGENCE AGENCY  
PHILIP W. BUCHEN  
JOHN O. MARSH, JR.

As a result of our meeting on intelligence matters, I have decided to designate a group specifically responsible for coordinating our response to matters dealing with the intelligence community. This group will be chaired by Jack Marsh. Each of the addressees of this memorandum shall serve as a member of the group.

I expect the group to function over the next several weeks and possibly months in a manner similar to the Energy Resources Council and Economic Policy Board, that is:

1. The group should meet daily to review problems, discuss strategy, agree on assignments and prepare issues for my decision.
2. The group will meet with me regularly, as often as twice a week, in order for me to decide issues and review progress.
3. I expect the group to produce by the middle of next week a time table of its actions over the next month including:

Due dates for decision papers;  
Development of a comprehensive plan for dealing with Congress and the press; and  
Identification of individuals charged with specific responsibilities.

*Jack R. Ford*

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